INCOME TAX REIMBURSEMENT ALLOWANCE (ITRA) CERTIFICATION

This Certification must be attached to the SF 1012 (Travel Voucher) to support an Income Tax Reimbursement (ITRA) claim for income taxes paid.

Name:				
Period of Tem	porary Duty			
Office Phone	Number:			
Claim for inco	ome tax allow	ance reimbursement	for taxes paid in tax year	·
am entitled, ha	s been (or will	be) shown on the inco	be used in calculating the ITRA ome tax returns filed (or to be fil State, and local tax authorities f	ed) by me (or
		*	s) W-2 for the tax year and/or ne edule SE 1040 (line 1 plus line 2)	•
Employee Spouse (if filin joint return)	ng	Forms W-2 \$\$		<u>E</u>
TOTAL		\$	_	
Total paymen	ts for long ter	m official travel incl	uded in the above income \$	
Federal Tax- Check One:	[] Single	Status: Filing Joint Return Iousehold	[] Married Filing Separate] [] Qualified Widow(er)	Return
	•	was incurred as a resu	alt of per diem allowance paymen	nts for long
☞ If total com	-	vn above is less than \$	\$20,000.00, indicate State incom	e tax
The State ta Check		expressed as a percer [] Income	nt of which of the following: [] Federal Tax	

■ Locality where a tax li	ability was incurred as a result o	of long term official travel payments
Type of Locality:	[] City or Municipality	[] County
■ Indicate local income	tax rate for the locality:	
The Local tax rate abo	ve is expressed as a percent (%)	of which of the following:
Check One: [] Incom	e [] State Tax	[] Federal Tax
received for official trav		a result of the travel allowances I AS 1993 AND 1994 ONLY). A copy of attached.
result of the travel allow	vances I received for official tr	or having insufficient withholding as a ravel (APPLIES TO TAX YEARS tice showing the penalty due must be
the finance office of appropriate adjustn	any changes to the above (i.e., from	of my (our) knowledge. I (we) agree to notify amended tax returns, tax audit, etc.) so that required supporting documents (W-2's and will be furnished if requested.
Employee's Sign	nature	Date
Spouse's Signat (If joint return is chec		Date